

How to File a Proof of Claim

- 1 Click on the **Bankruptcy** hyperlink at the top of the screen
- 2 Click on **File Claims**
- 3 The **Search for Creditor** screen displays.
Enter the **Case Number** in yy-nnnnn format.
Enter the **Name of the Creditor** filing the claim or leave the field blank for a complete list of current creditors.
Do Not change the **Type of Creditor Box**. The default type must remain **Creditor**.
- 4 The **Select a Creditor for Claim** screen displays.
Select the desired creditor by clicking on it with your mouse and click **Next**.

Note: If the creditor is **not listed** or is **listed at a different address**, click on **Add Creditor**.

- The **Creditor Processing** screen displays. Check the case name and number to be sure you are in the correct case. Click **Next**.
 - At the **Add Creditor** screen, enter the **Name** and **Address** of the creditor filing the claim. **Do Not** Change the **Type of Creditor or Committee** defaults.
 - Check the **Last Entry Box** and click **Next**.
 - The **Add Creditors** screen displays stating that 1 creditor was added.
 - Click **Submit** and select **Proof of Claim** on the next screen.
 - Return to **Step 3**.
- 5 The **Proof of Claim Information** screen displays. Enter the **claim data** in the appropriate fields. **Do Not** use **\$** or **commas** in the dollar amount fields. Click **Next**.

Note: Status fields are controlled by the court. You may enter information into the **Description** and **Remarks** fields. Each field is limited to 60 characters.

- 6 Click **Browse** on the **PDF Document Selection** screen. Adobe Acrobat Reader will open. Locate and most important, verify and highlight the document you wish to upload and attach to this entry. Click **Open** to attach the proof of claim and click **Next**.
- 7 The Notice of Electronic Filing screen displays and your transaction is complete.